

- Tentatively stated, the Basic Indexing Information element “J” (List of Database Data Modules) for GIS databases will be subdivided as follows:
 - a) List each geographic area covered, including a description of each area and, optionally, a formal mathematical representation of this area.
 - b) For each geographic area covered above, record a list of the layers and a description of the data contained in each layer, including applicable metadata elements either conforming to or convertible to the *Content Standards for Digital Geospatial Metadata*.
 - c) For each of the above entries, follow Basic Indexing Information element “K” (Annotated List of Fields) instructions.

Note: The GIS guidelines are subject to modification.

General Recommendations

Agency Electronic Records Officer (ERO) Registration

The division has begun voluntary registration of agencies and their EROs. It is recommended that state agency heads, county managers, and municipal CEOs designate an Electronic Records Officer (ERO) to perform three basic duties for their governmental unit:

1. To make primary decisions about the agency’s overall electronic public records management.
2. To serve as the division’s primary contact regarding database indexing guidelines and requirements.
3. To facilitate communications between the division and the agency and database owner personnel directly responsible for meeting the new requirements of G.S. 132.

The division recommends that the ERO be an appropriate representative of the agency’s administration. The individual need not possess special computer skills or knowledge but should be generally familiar with the agency’s computer management structure. The division suggests that this staff member might be the Records Officer, Information Resource Manager, or Business Manager, noting, however, that smaller agencies may have none of these positions and that chief administrators may prefer to assign other personnel.

The attachment to these guidelines contains a Public Electronics Records Officer Registration form. It is requested that agencies complete and forward a copy of the form to the division by fax or mail as indicated at the bottom of the form.

Indexing Administration

Each agency is urged to develop uniform procedures for indexing databases and for handling user requests for database index information. Indexing information should be centralized to the extent possible in order to facilitate its availability for public inspection. As resources permit, the Division of Archives and History will provide requesting agencies